



County Waiver Agency (CWA) Users: Update Approval Status and View Registrations

General Introduction


This guide explains how you, as a county waiver agency (CWA) user, can review, approve, and update the status of provider registrations in the CLTS Provider Registry.

At the end, you will know how to:

- Approve a provider registration.
- Update the approval status of a provider registration.
- View provider registrations.

Logging in to the CLTS Provider Registry

You log into the CLTS Provider Registry by clicking the WAMS Login button.

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of HEALTH SERVICES**

CLTS Provider Registry

Welcome to the Wisconsin Department of Health Service's (DHS) Children's Long-Term Support (CLTS) Program Provider Registry and Directory System

The Children's Long-Term Support (CLTS) Program helps children with disabilities and their families through supports and services that help children grow and live their best lives. It is a home and community-based service waiver. It uses a Medicaid waiver to fund services for kids with disabilities. A waiver lets states use Medicaid to fund additional non-medical services and supports not normally offered. The CLTS Program aims to keep kids at home instead of at an institution.

DHS administers the CLTS Provider Registry for the continuous, open enrollment of providers. DHS and CWAs share joint responsibility for deeming providers willing and qualified to deliver CLTS Program services. DHS maintains the online provider registration system, deems providers initially qualified, and places them on the public CLTS Provider Directory. CWAs fully qualify an initially qualified provider by accessing provider information and initial qualification documentation reconfirming the provider's credentials and ensuring the provider has met participant-specific training and other service description requirements prior to authorizing services.

Provider Registry Log-In Information

Providers of Service

Providers will have a username that will be appended with @cltsproviderregistry.wi.gov.

Providers will use the username and password fields to log in.

If providers forget their password, you can click on the "Forgot password" button and enter your username to receive an email that allows you to reset your password.

If providers forget their username, you can call the CLTS Provider Contact Center at 833-940-1576 for assistance.

CWAs

CWAs will use your Wisconsin Web Access Management System (WAMS) ID to log in.

CWAs will use "WAMS Login" button to log in.

If a CWA forgets their WAMS ID or password, go to the [Wisconsin Web Access Management System](#) and choose Profile Management.

Providers enter your username + @cltsproviderregistry.wi.gov and password here to log in.

Username

Password

Log in

Forgot your password or username?

Not a registered provider?

County Waiver Agencies use WAMS Login button to log in.

WAMS Login

Next, enter a WAMS ID and password.



WISCONSIN.GOV



User ID:

Password:

Login

[Forgot your password? Is your account locked?](#)

[Request a Wisconsin User ID and Password.](#)


You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

[WAMS Home](#) [Wisconsin Portal Home](#)

Please don't bookmark this page.

Approve or Update Registrations

On the Home Page, click on the tab **Pending County Approvals**.



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CLTS Provider Registry

[Home](#) [My Registrations](#) [Provider Registrations in My County](#) [Reports](#)

Carrie (CWA) Dalgetty ▾

My CWA Registration

Pending County Approvals

Click on the Registration ID to review your registration details for accuracy and renew.

Current Registration

Registration ID	Business Name	Submission Type	Status
REG-000059	Milwaukee County Department of Health & Human Services	Renewal	Initially Approved

[View All](#)

Contacts for County Waiver Agencies

County Waiver Agencies
<https://www.dhs.wisconsin.gov/clts/contact.htm>

CLTS Provider Contact Center 833-940-1576
Monday through Friday: 8:00 a.m. - 4:30 p.m.

DHS CLTS Provider Operation Team
Email: dhscltsprovider@dhs.wisconsin.gov
Monday through Friday: 8:00 a.m. - 4:30 p.m.

Authorized Services and Claims Processing Questions
Wisconsin Physicians Service (WPS) 877-298-1258
Monday through Friday: 8:00 a.m. - 4:30 p.m.
Email: authsupport@wpsic.com

Next, on the list view, choose View All on the bottom left-hand side.

[Home](#) [My Registrations](#) [Provider Registrations in My County](#) [Reports](#)

My CWA Registration

Pending County Approvals

CWAs complete the following activities to fully qualify a provider:

- Check the provider's registration status.
- If the provider's registration is initially approved, review the provider's information and initial qualification documentation to confirm it remains current.
- Verify if child-specific training or other requirements, such as a caregiver background check, are necessary to fully meet the selected service provider standards and qualifications as described in the [Medicaid Home and Community Based Services Waiver Manual for the CLTS Waiver Program](#).

To review and fully approve qualified provider registrations in your county, click on the Registration ID to open the provider registration. After reviewing all required information and documentation select your county from the County Approvals tab to update the Status and Comments.

Pending County Approvals

Registration ID	Provider Name	County	Created Date
REG-000063	Company 27	Milwaukee	9/14/2022 1:29 PM
REG-000056	Company 29	Milwaukee	9/12/2022 3:28 PM
REG-000068	Company 35	Milwaukee	9/15/2022 4:52 PM
REG-000075	Company100	Milwaukee	9/20/2022 4:38 PM
REG-000069	Company4	Milwaukee	9/16/2022 12:37 PM
	Company99	Milwaukee	9/1/2022 10:19 AM
REG-000067	Mary Joesph	Milwaukee	9/15/2022 4:14 PM
REG-000065	Provider 030	Milwaukee	9/14/2022 1:49 PM
REG-000058	Provider 031	Milwaukee	9/13/2022 7:17 AM
REG-000012	Provider002	Milwaukee	8/30/2022 4:14 PM

[View All](#)

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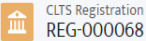
You can find the pending registration to approve by typing the provider name in the search field or sorting the Provider Name field alphabetically. Once you have located the provider registration you want to review for approval, click on the Registration ID.

Pending County Approvals ▼

12 items • Sorted by Provider Name • Filtered by All clts county approvals - Status, Active, CLTS User County • Updated a few seconds ago

	Registration ID	Provider Name	County	Created Date	
1	REG-000063	Company 27	Milwaukee	9/14/2022 1:29 PM	▼
2	REG-000056	Company 29	Milwaukee	9/12/2022 3:28 PM	▼
3	REG-000068	Company 35	Milwaukee	9/15/2022 4:52 PM	▼
4	REG-000075	Company100	Milwaukee	9/20/2022 4:38 PM	▼
5	REG-000069	Company4	Milwaukee	9/16/2022 12:37 PM	▼
6		Company99	Milwaukee	9/1/2022 10:19 AM	▼
7	REG-000067	Mary Joesph	Milwaukee	9/15/2022 4:14 PM	▼
8	REG-000065	Provider 030	Milwaukee	9/14/2022 1:49 PM	▼
9	REG-000058	Provider 031	Milwaukee	9/13/2022 7:17 AM	▼
10	REG-000012	Provider002	Milwaukee	8/30/2022 4:14 PM	▼
11	REG-000073	Provider063	Milwaukee	9/20/2022 3:52 PM	▼
12	REG-000074	Provider064	Milwaukee	9/20/2022 4:23 PM	▼

Review the information under the **Details** tab.

Printable View

Business Name
[Company 35](#)

Type
Provider Agency

Current
☒

Status
Initially Approved

Details Services & Qualifications County Approval

Registration Overview

Business Name
[Company 35](#)

Service(s)
Grief and bereavement counseling;Safety planning and prevention

Service Area(s)
Milwaukee;Oconto;Oneida

Dates

Submission Date
9/15/2022 4:53 PM

Provider Agreement Signed Date
9/25/2018

Date of Initial Approval
9/16/2022

Renewal Date
9/25/2022

System Details

Registration ID
REG-000068

Prior Registration

Directory Locations (1)

Organization Name	Services	Service Area	Street
Company 25	Grief and bereavement ...	Milwaukee;Oconto;Onei...	35 53rd Ave


[View All](#)

Files (0)

Add Files

Title	Owner	Last Modified	Size
-------	-------	---------------	------

Review the information under the **Services & Qualifications** tab, including clicking on each Qualification ID.

Printable View

Business Name
[Company 35](#)

Type
Provider Agency

Current
☒

Status
Initially Approved

Details **Services & Qualifications** County Approval

CLTS Services (2)

Service ID	Service	Provider Type(s)
SVC-000241	Grief and bereavement counseling	Other
SVC-000242	Safety planning and prevention	Other

[View All](#)

Qualifications (2)

Qualification ID	Provider Type	Type
QUAL-00093	Other	Education
QUAL-00094	Other	License

[View All](#)

Select the **County Approval** tab when you have confirmed that the provider meets child-specific training or any other requirements as necessary to fully meet the selected service provider standards. Click the downward triangle next to the registration for your county, and click on the Edit option that comes up.

CLTS Registration REG-000068

Business Name: Company 35, Type: Provider Agency, Current: ☒, Status: Initially Approved

Details | Services & Qualifications | **County Approval**

CWAs complete the following activities to fully qualify a provider:

- Check the provider's registration status.
- If the provider's registration is initially approved, review the provider's information and initial qualification documentation to confirm it remains current.
- Verify if child-specific training or other requirements, such as a caregiver background check, are necessary to fully meet the selected service provider standards and qualifications as described in the [Medicaid Home and Community Based Services Waiver Manual for the CLTS Waiver Program](#).

To review and fully approve qualified provider registrations in your county, click on the Registration ID to open the provider registration. After reviewing all required information and documentation select your county from the County Approvals tab to update the Status and Comments.

CLTS County Approvals (3)

CLTS County ID	County	Status	Comments
CWA-000294	Milwaukee	Not Approved	<div>▼ Edit</div>
CWA-000295	Oconto	Not Approved	
CWA-000296	Oneida	Not Approved	

View All

Directory Locations (1)

Organization Name	Services	Service Area	Street
Company 25	Grief and bereavement ...	Milwaukee/Oconto/Onei...	35 53rd Ave

View All

Files (0)

Add Files

Title Owner Last Modified Size

Select the status and enter a comment if needed (e.g., the provider is qualified for all services or just one). Here **Approved** is selected. Click Save. View Provider Registrations

Edit CLTS County Approval

Status: Approved ▼

Comments:

County: Brown

System Information

Active: ☒


Last Modified By: 8/25/2022 1:32 PM

Registration ID: REG-000152

Cancel Save

View Registrations

On the CLTS Provider Registry home page. To View a registration, start by clicking **Provider Registrations in My County** in My County.



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CLTS Provider Registry

Home

My Registrations

Provider Registrations in My County

Reports

Search...

CWA D...

My CWA Registration

Pending County Approvals

Click on the Registration ID to review your registration details for accuracy and renew.

Current Registration

Registration ID	Business Name	Submission Type	Status
REG-000013	Milwaukee County Department of Health & Human Services	Change	Initially Approved

View All

Contacts for County Waiver Agencies

County Waiver Agencies

<https://www.dhs.wisconsin.gov/clts/contact.htm>

CLTS Provider Contact Center

833-940-1576

Monday through Friday: 8:00 a.m. - 4:30 p.m

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Email: authsupport@wpsic.com

Click a Registration ID to get to its Detail page.



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CLTS Provider Registry

Home

My Registrations

Provider Registrations in My County

Reports

Search...

CWA D...

Provider Registrations in My County

3 items • Sorted by Registration ID • Filtered by All dts registrations - Record Type, Current • Updated a few seconds ago

Search this list...

Regi... ↓

Business Na... ↓

Type ↓

Status ↓

Service(s) ↓

Service Area(s) ↓

1	REG-000046		Provider Agen...	Initially Approved	Community/competitive integrated employment--individual;Community/competitive integrated employment--individual...	Milwaukee,Waukesha
2	REG-000041		Provider Agen...	Initially Approved	Daily living skills training;Personal supports;Respite care;Transportation	Milwaukee
3	REG-000012		Provider Agen...	Initially Approved	Counseling and therapeutic services;Daily living skills training;Home modifications;Housing support services	Ashland,Milwaukee,Ru...

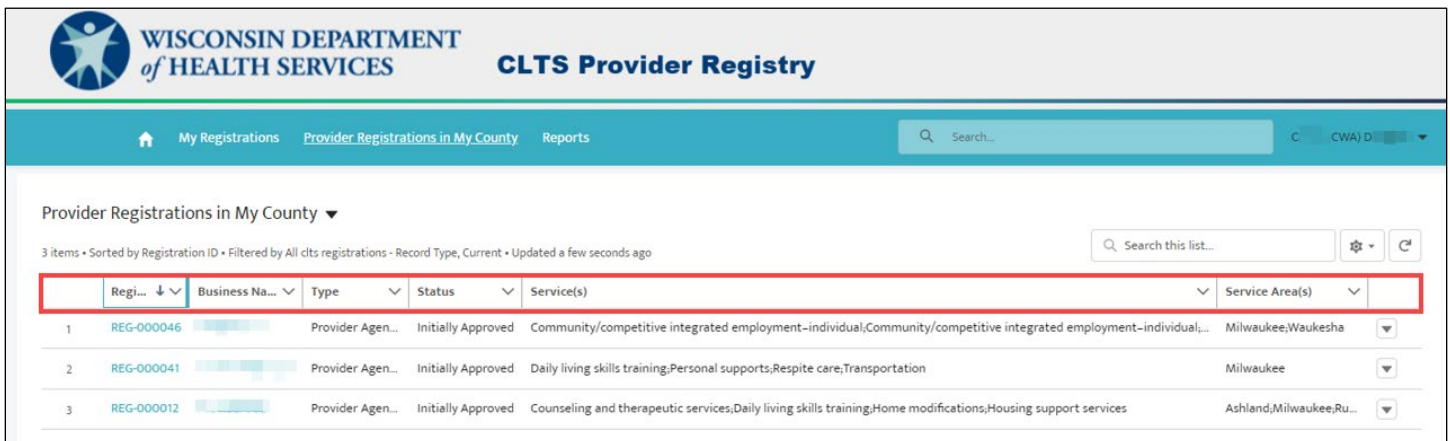
Click **View all** to activate the filter (v) and sorting (↓) options to manage the view of multiple registrations.



Registration ID	Business Name	Type	Status
REG-000025		Provider Agency	Pending
REG-000026		Provider Agency	Initially Approved
REG-000032		Provider Agency	Initially Approved
REG-000042		Provider Agency	Initially Approved
REG-000047		Provider Agency	Initially Approved
REG-000092		Provider Agency	Initially Approved
REG-000099		Sole Proprietor	Initially Approved
REG-000122		Provider Agency	Initially Approved
REG-000152		Sole Proprietor	Submitted

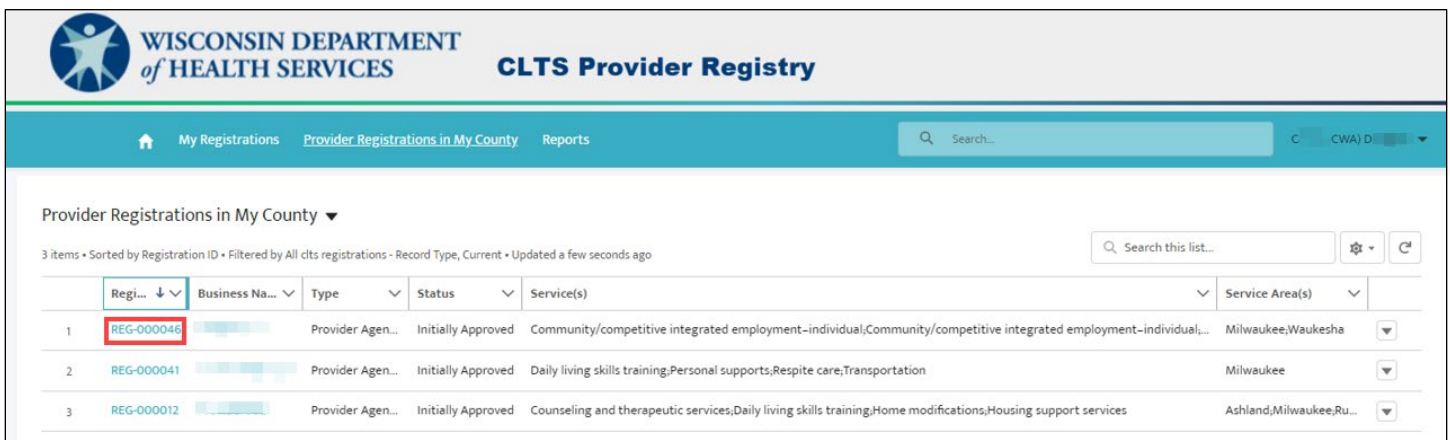
[View All](#)

The filters include Registration ID, Business Name, Provider Type, Status, Service(s), and Service Area(s).



	Regi... ↓	Business Na... ↓	Type ↓	Status ↓	Service(s)	Service Area(s) ↓
1	REG-000046		Provider Agen...	Initially Approved	Community/competitive integrated employment-individual;Community/competitive integrated employment-individual...	Milwaukee;Waukesha
2	REG-000041		Provider Agen...	Initially Approved	Daily living skills training;Personal supports;Respite care;Transportation	Milwaukee
3	REG-000012		Provider Agen...	Initially Approved	Counseling and therapeutic services;Daily living skills training;Home modifications;Housing support services	Ashland,Milwaukee,Ru...

Click a Registration ID to get to its Detail page



	Regi... ↓	Business Na... ↓	Type ↓	Status ↓	Service(s)	Service Area(s) ↓
1	REG-000046		Provider Agen...	Initially Approved	Community/competitive integrated employment-individual;Community/competitive integrated employment-individual...	Milwaukee;Waukesha
2	REG-000041		Provider Agen...	Initially Approved	Daily living skills training;Personal supports;Respite care;Transportation	Milwaukee
3	REG-000012		Provider Agen...	Initially Approved	Counseling and therapeutic services;Daily living skills training;Home modifications;Housing support services	Ashland,Milwaukee,Ru...

The **Detail** tab has the information submitted for the registration, and its approval status.

The screenshot shows the 'Details' tab for a CLTS registration. The header includes the Wisconsin Department of Health Services logo and the title 'CLTS Provider Registry'. The navigation bar shows 'My Registrations', 'Provider Registrations in My County', and 'Reports'. A search bar and a dropdown menu for 'CWA' are also present.

The main content area displays the registration details for 'REG-000012'. It includes a 'Business Name' field, a 'Type' dropdown set to 'Provider Agency', a 'Current' checkbox checked, and a 'Status' dropdown set to 'Initially Approved'. A 'Printable View' button is located in the top right corner.

The 'Details' tab is selected, showing a 'Registration Overview' section with fields for 'Business Name', 'Service(s)', 'Service Area(s)', 'Submission Date', 'Date of Initial Approval', 'Provider Agreement Signed Date', 'Renewal Date', and 'System Details'.

On the right side, there are two sections: 'Directory Locations (1)' and 'Files (1)'. The 'Directory Locations' section shows a table with columns for 'Account Name', 'Services', 'Service Area', and 'Street'. The 'Files' section shows a table with columns for 'Title', 'Owner', 'Last Modified', and 'Size'.

The **Services & Qualifications** tab features a list of each. Click the ID for a read-only Detail view.

Details	Services & Qualifications	County Approval
<div> CLTS Services (4) </div>		
Service ID	Service	Provider Type(s)
SVC-000034	Counseling and therapeutic servi...	Day camp
SVC-000035	Daily living skills training	
SVC-000036	Home modifications	
SVC-000037	Housing support services	
View All		
<div> Qualifications (3) </div>		
Qualification ID	Provider Type	Type
QUAL-00013	Other	Experience
QUAL-00014	Day camp	License
QUAL-00015	Day camp	Accreditation
View All		

Here is a Detail view of a qualification related to this registration, including the credentials, experience, attestation, and files.

Qualification
QUAL-00007

Printable View

Provider Type

Adult family home 1-2 bed

Registration ID

REG-000042

Type

License

Provider Type

Adult family home 1-2 bed

▼ Credentials (Accreditations, Certifications, Licenses)

Credentialing Agency Type

Credentialing Agency

Credential Number

12345678

Credentialing State

WI

Expiration Date

5/9/2023

▼ Experience (Education, Experience, Training)

Experience

▼ Attestations (Unlicensed/Uncredentialed Child Care and Day Services)

Uncredentialed child care center

Uncredentialed child care attestation

▼ System Information

Qualification ID

QUAL-00007

Registration ID

REG-000042

Registration Type

Agency

Files (1)

Title	Owner	Last Modified	Size
License	shree test2	5/20/2022 1:58 PM	14KB

View All

The **County Approval** tab identifies the approvals and status related to that provider. Click the ID for a read-only Detail view.

Details

Services & Qualifications

County Approval

CWAs complete the following activities to fully qualify a provider:


- Check the provider's registration status.
- If the provider's registration is initially approved, review the provider's information and initial qualification documentation to confirm it remains current.
- Verify if child-specific training or other requirements, such as a caregiver background check, are necessary to fully meet the selected service description.
- To review and fully approve qualified provider registrations in your county, click on the CLTS County ID for your county to open the record or use the down arrow and select Edit.
- On the County Approvals record update the Status and any Comments you want to provide. Comments are only visible to DHS.

CLTS County Approvals (6+)

CLTS County ID	Active	County	Status
C-000363	<input checked="" type="checkbox"/>	Adams	Not Approved
C-000364	<input checked="" type="checkbox"/>	Ashland	Not Approved
C-000365	<input checked="" type="checkbox"/>	Barron	Not Approved
C-000366	<input checked="" type="checkbox"/>	Bayfield	Not Approved
C-000367	<input checked="" type="checkbox"/>	Brown	Not Approved
C-000368	<input checked="" type="checkbox"/>	Buffalo	Not Approved

View All

Here is a Detail view of an approval related to this registration, including its status, and system info.

 CLTS County Approval
CWA-001183

Printable View

Registration ID	Status	Active
REG-000042	Not Approved	<input checked="" type="checkbox"/>

Status

Not Approved

Comments

County

Barron

System Information

Active

☒

Last Modified By

, 6/6/2022 3:45 PM

Registration ID

[REG-000042](#)

Notifications About Registrations

You may receive email notifications about providers and registrations in your county.

- A registration is inactivated.
- An initially approved provider has been suspended due to a credible allegation of fraud and/or abuse.
- The suspended provider is un-suspended.

Reapprove Registrations

You will need to reapprove previously fully-approved providers if they submit the following changes to DHS and are initially-approved:

- Changes to Business Name, Tax ID, SSN, or NPI
- Add or edit Services
- Add or edit Service Areas
- Add or edit Provider Types
- Upon full renewal

Summary

This guide covered the following topics:

- View provider registrations.
- Approve a provider registration.
- Update the approval status for a provider registration.

Conclusion

- This concludes the guide on how you, as a CWA user, can view provider registrations and update approval status in the CLTS Provider Registry.
- If you have specific questions concerning provider registrations, please call the CLTS Provider Contact Center at 833-940-1576 or dhctlspvdr@dhs.wisconsin.gov.